



## JOB VACANCY ANNOUNCEMENT No. 2015-16

**OPEN TO:** All Interested Candidates

**POSITION:** *Human Resources Clerk, (FSN-305-5); FP-9\**

Not-Ordinary Resident (NOR): \* FP pay scale to be confirmed by Washington

Ordinary Resident (OR): Starting grade to be determined based on the qualifications of the candidate

**OPENING DATE:** December 29, 2015

**CLOSING DATE:** January 14, 2016

**WORK HOURS:** Full-time, 40 hrs. /week

**IMPORTANT NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Tirana is seeking an individual for the position of Human Resources Clerk in the Human Resources Office.

### **BASIC FUNCTION OF POSITION**

The incumbent of this position performs a variety of personnel clerical duties connected with post Health Insurance Program for the entire Embassy Locally Employed (LE) Staff paid under the Local Compensation Plan. S/he provides personnel assistance to local employees on matters related to the health and hospitalization program; responsible for processing all necessary documents to enroll all new employees and new dependents in the health insurance plan with the private company. Assists in variety of personnel clerical duties connected with the in-processing and out-processing of all LE Staff employees for all agencies at the post, and assists in control and records personnel files for LE Staffs. S/he also provides support to the Human Resources Office as required; manage internal distribution of mail; receives visitors and phone calls, and refers them to the proper office or individual. S/he assists the HR Assistant in preparing correspondences, filing, copying and tracking documents as needed.

A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to [TiranaEmployment@state.gov](mailto:TiranaEmployment@state.gov) with identification of vacancy number.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Completion of secondary education is required.
2. **EXPERIENCE:** Minimum of two years' work experience working with customers or clients in an office setting doing personnel or administrative work and applying regulatory material.
3. **LANGUAGE:** Level III (good working knowledge) speaking/reading/writing in English is required. Level III (good working knowledge) speaking/reading/writing in Albanian is also required.
4. **OTHER SKILLS:** Must have computer skills, such as Microsoft programs-Outlook, Word, Excel and PowerPoint. The successful candidate must excellent interpersonal and high customer service standards and exercise courtesy, tact and good judgment. Must have the ability to work

independently, exercising judgment. Must have good written and oral communication skills. Qualifications required will be tested

**NOTE: Unless you meet all specified requirements you will not be considered.**

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Selected candidate will be required to undergo both a medical and security clearance prior to employment

### **TO APPLY**

Interested applicants for this position **must submit the following** or the application will not be considered:

1. Application for employment (DS-174) as a Locally Employed (LE) Staff or Family Member, which can be found on the Embassy's internet and intranet website;
2. Candidates who claim US Veteran's preference must provide a copy of their Form DD-214 with their application
3. Candidates who claim US EFM or MOH status must include in the cover letter accompanying their application that they are claiming US EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U.S. Embassy

Rr: "Elbasanit", No. 103, Tirana, Albania

Attn: Human Resources (HR) Office

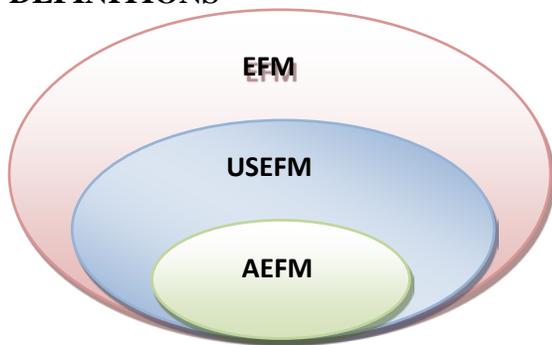
E-mail: [TiranaEmployment@state.gov](mailto:TiranaEmployment@state.gov)

Telephone: (355) (4) 2247-285 Ext. 3297

Fax: (355) (4) 2232-222

*(Faxed and e-mailed applications are also accepted).* **Only applications received in the HR Office before the closing date of this job announcement will be considered, and only short listed candidates will be contacted.**

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

#### **CLOSING DATE FOR THIS POSITION: 01/14/2016**

The US Mission in Tirana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**APPROVED: HRO/FMO/ DHILBURG**  
**DRAFTED: HR/ EHALILI**